



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

August 1, 2014

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement (the "DOP"), a proposal for **FC-7383, ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES**. The City of Atlanta (the "City") is soliciting proposals from qualified firms to provide On Call Contract Architectural, Engineering and Design Services on a task order basis. The successful proponent will be responsible for providing all material, equipment, labor and ancillary items for the required Scope of Services.

A **Pre-Proposal Conference** will be held on **Wednesday, August 13, 2014, at 10:00 a.m. ET**, in the DOP's Conference Room at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Watershed Management; Department of Public Works; Department of Parks and Recreation; Department of Planning and Community Development; Office of Enterprise Asset Management; Office of Risk Management and the Office of Contract Compliance, available at the conference to discuss this project and to answer questions. Attendance at the Pre-Proposal Conference is strongly encouraged.

The last date to submit questions is **Friday, August 15, 2014, at 2:00 p.m. ET**. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposals ("RFP") will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m., Wednesday, September 3, 2014**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M. ****

Proponents' names will be publicly read at 2:01 p.m. on the respective due date at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303.

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This RFP is being made available by electronic means. If accepted by such means, then the proponent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proponent's possession and the version maintained by the DOP, the version maintained by the DOP shall govern.

You are required to email your business name, contact person, address, phone number, fax number, email address, and project number to Ms. Cristi C. Walker, Contracting Officer at ccwalker@atlantaga.gov to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The solicitation document may be obtained from the Department of Procurement, Plan Room, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, at a cost of **\$50.00** per package as of **August 1, 2014**, between the hours of 8:15 a.m. to 5:00 p.m. Payment for the documents represents production cost; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact **Ms. Cristi C. Walker, Contracting Officer**, at (404) 865-8996, or by email at ccwalker@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the Plan Holder's List should be directed to the Plan Room at (404) 330-6204.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,


Adam L. Smith

ALS/ccw